



**KING COUNTY**  
**PROJECT/PROGRAM MANAGER II**  
**(KING COUNTY DRUG DIVERSION COURT SERVICES)**  
**DEPARTMENT OF JUDICIAL ADMINISTRATION**  
**Hourly Rate Range: \$27.02 - \$34.25**  
**Job Announcement: 06WM5873**  
**OPEN: 2/15/06      CLOSE: 2/21/06**

**WHO MAY APPLY:** This position is open to King County employees and the general public; preference will be given in that order.

**APPLICATION PROCEDURE:** Required forms and materials **must** be sent to: **516 3<sup>rd</sup> Ave, Room E609, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Mary Taylor (206) 296-7834 for further inquiries.

**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** A [King County application form](#), résumé and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King County Courthouse, Seattle and some time may be spent at the Regional Justice Center in Kent.

**WORK SCHEDULE:** Generally Monday through Friday, 8:00 a.m. to 5:00 p.m., 40 hours per week.

**PRIMARY JOB FUNCTIONS:** The position supports the King County Drug Diversion Court (KCDDC) program operation through the monitoring of fiscal and administrative compliance of the KCDDC contract chemical dependency treatment providers, coordination with the County Division of Alcohol and Substance Abuse to assure compliance with the revenue contract requirements of the State Division of Alcohol and Substance Abuse, the gathering and analyzing of DDC program data and performance indicators on a continual basis to inform budget and policy decisions, and completing special projects within the drug court program and between the drug court and county criminal justice agencies.

Specific duties are as follows:

1. Monitor DDC participant retention in treatment and other specialized chemical dependency service programs and prepare reports for DDC team and treatment providers
2. Produce quarterly reports documenting funds expended by each treatment agency.
3. Collect and assist with analysis of drug court calendars including type and number of cases scheduled. Make recommendations for changes as appropriate.
4. Analyze data collected on drug court treatment referrals, participant retention and fund expenditures.
5. Make appropriate budget recommendations based on analysis.

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

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(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY

6. Gather and analyze quarterly program statistics and disseminate to DDC Executive Committee and other interested parties. Respond to public requests for general program information.
7. Review monthly invoices and documentation submitted by providers with DDC contracts and approve monthly invoices for payment.
8. Perform special projects assigned/approved by the DDC Program Manager.
9. Coordinate drug diversion court alumni group
10. Research and develop links to employment, training and education for drug court participants.
11. Coordinate interjurisdictional level policy work under the guidance of DDC Program Manager.
12. Assist with continued appraisal and development of drug court policy and procedures, including collecting and analyzing data.
13. Assist with the development of the overall spending plan for the DDC program.
14. Coordinate the continued development of DDC data base business requirements and the implementation of future iterations of the DDC data base including training of DDC staff and treatment providers.
15. Monitor administrative and fiscal compliance of provider agencies with Department of Judicial Administration/King County Drug Diversion Court (DDC) contracts and provide technical assistance to providers as needed.
16. Work with the Department of Community and Human Services (DCHS), through the Contract Monitor assigned to DDC and DCHS fiscal staff to assure compliance with the state Division of Alcohol and Substance Abuse (DASA) revenue contract requirements.
17. Gather the necessary information and complete quarterly reports required by DASA on the use of Criminal Justice Treatment Account (CJTA), and other state funds associated with DDC services.

**QUALIFICATIONS:**

1. Bachelor's degree in social science.
2. Two years experience working in a social service agency within the criminal justice system, 6 months of which must be served in a fiscal, administrative and project coordination capacity.
3. Knowledge of chemical dependency treatment in King County.
4. Experience in development of budgets.
5. Experience identifying and establishing links with social service agencies in the community.
6. Experience and demonstrated ability to gather and analyze data and make recommendations based on analysis.
7. Experience in development of program policies and procedures.
8. Experience coordinating the accomplishment of tasks within a team setting.
9. Experience working with indigent and multi-cultural populations.
10. Demonstrated ability to organize complex information in concise and clearly written reports.
11. Demonstrated analytical and problem-solving skills.
12. Demonstrated ability to communicate effectively orally and in writing;
13. Demonstrated ability to work effectively as part of a professional team.
14. Experience in computerized data management and word processing and email.

**DESIRABLE SKILLS:** Experience working in a court setting.

**SPECIAL REQUIREMENTS:**

- No felony convictions within the last seven years.
- Applicant must not be on probation and must not have any pending substance-related charges, misdemeanor or felony.

**Class Code: 8243**

**Sequence No: 0356**